



BROADWAY
PROMENADE

Broadway Promenade Condo Assn Inc
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BROADWAY PROMENADE MOVE IN/MOVE OUT AND DELIVERY POLICY

All moves and deliveries require a MINIMUM 24 HOUR NOTICE and reservation of the elevator.

Move in, move out and deliveries are to be processed through the service elevator. Please notify your moving company/delivery services of our procedures. It is imperative that they understand that NO MOVE IN, MOVE OUT OR DELIVERY TRAFFIC IS ALLOWED THROUGH THE LOBBY. Kindly make sure that your movers and delivery companies have adequate transportation to move furnishings and construction materials from the receiving area to the service elevator. There may be limitation to the size of furnishing and construction material transported on the service elevator.

The 6-story receiving area is located on the south side of the building (near Publix) next to the handicap ramp. The 4-story receiving area is located on 11th Street, just outside the front gate. The service entrance must be watched at all times. If you cannot watch the entrance at all times, please close the service door between trips up and down the elevator.

MOVE IN/MOVE OUT

A move is defined as furniture, appliances or boxes taken to a unit that requires three or more trips on an elevator utilized exclusively for a specific unit in any 24 hour period.

Moving and deliveries are allowed between the hours of 9:00 am – 4:30 pm MONDAY THROUGH FRIDAY (holidays excluded). Moving and deliveries SHALL NOT BE permitted at all on Saturdays or Sundays. **MOVERS MUST BE OUT OF THE BUILDING BY 5:00 PM.**

You are required to IMMEDIATELY notify the Association if there is any delay in the start or completion of the move that will prevent or delay the completion of the move from ending on-time.

DELIVERIES

Deliveries are defined as furniture, appliances or construction materials taken to a unit that can be transported in two or LESS trips on an elevator utilized exclusively for a specific unit in any 24 hour period. *Residents may make deliveries of small items purchased during the course of normal, everyday shopping, such as groceries, small appliances, televisions, stereos, etc... as long as exclusive use of the elevator is not required for the delivery and the delivery does not interfere with the day to day activities of the Association's unit owners and residents.*

All deliveries from vendors must be scheduled with the Association and performed during normal delivery hours as stated above.

BOXES

All boxes from a move-in must be removed by movers and the moving company from the premises. Broadway Promenade CAI does not have the facilities to handle large quantities of boxes for disposal. If necessary, Maintenance Staff will dispose of boxes for a \$200 fee.

Any remaining boxes must be broken down before disposal in the Recycle Room on the First Floor and can be left in the blue recycle container. Maintenance Staff must be notified of any box disposals of 10 items or more that may require special handling.

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ACKNOWLEDGEMENT BY UNIT OWNER

I acknowledge receipt of the "Move-in/Move-out and Delivery Procedures" and understand that as Unit Owner/Lessee, I am liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my agents or employees. I hereby agree to comply with the Broadway Promenade Condominium Association's move in/move out and delivery requirements and to cause my moving and delivery personnel to comply with them.

Unit # _____ Today's Date _____

Print Unit Owner/Lessee Name: _____

Unit Owner/Lessee Signature: _____

Move in/Move out:

Day _____ Date _____ Time _____

Approval – Management or Board Member